

WADA FINANCE AND ADMINISTRATION COMMITTEE MEETING

LAUSANNE, 30 January 2001

MINUTES

1. Apologies and Attendance

The meeting commenced at 9:15am. A brief in-camera session with WADA Secretary General to discuss/review current staffing was carried out, focusing on roles and responsibilities.

Those attending were:-

Craig Reddie (Chairman) (CR)	Harri Syväsalmi (HS)	Craig McLatchey (CM)
Paul Henderson (PH)	Peter Tallberg (PT)	Ole Sorensen (OS)
Tomas Johansson (TJ)		
Casey Wade (CW)	Nikki Vance (NV)	Olivier Niggli (ON)

2. Report on Committee Work to date

The Chair gave a brief review of the work of the Committee to date:

- Has been reasonably satisfied with the operation of the Committee, as they have been trying to work principally via telecommunications.
- Commitment in principle to have one per year and to take advantage of combining with other meetings, if the timing for such is suitable.

3. Report on WADA activities

Harri Syväsalmi presented a brief review of last year's key achievements, specifically:

- Setting up the WADA office
- Establishing working committees
- WADA Board and Executive meetings
- OOCT Testing Program
- Result Management input for 2000 Sydney Olympic Games
- Independent Observer Program at the 2000 Sydney Olympic Games

Now that WADA is more established, and some staffing is now in place, WADA can now focus on concrete/planned activities for 2001.

Key activities mentioned were as follows:

- 3,500 OOCCT planned for 2001, for all Olympic and key non-Olympic recognized sports.
- A Drug Testing Service Tender process is now underway to select the OOCCT service provider for 2001 and 2002. Submissions are due on 20 February 2001, with a decision by the WADA Executive Committee on 6 March 2001.
- WADA candidate city process (selection of the permanent WADA headquarters) is progressing. Six cities remain, with a decision to be made in August 2001.
- Single WADA Anti-Doping Code - brief discussion on the need for a collective “buy-in” for a single code, and the challenge of working with the IOC on this.
- WADA process for establishing the banned list in the future
- I.O. initiative – attendance at some Major Games in 2001 (e.g. World Athletics and FINA Championships) and preparation for 2001 Salt Lake City Winter Olympic Games.
- Internet capacity

4. **Committee Memberships**

Finance Committee:

The Committee was satisfied with the size of the committee. There were no recommendations for additions.

Other Committees:

F & A are concerned from a financial and efficiency point of view that most Working Committees are too big.

F & A recommend to the Executive Committee that no new additions be made to the existing committees.

F & A recommend that the Board should review the existing committees with the aim of reducing the size of the Committees for 2002.

ACTION: WADA staff to prepare a list of committee members and new nominations, and review membership for:

- common size
- composition
- costs associated with number of meetings planned

5. **Draft Financial Statements to 31/12/2000**

Committee reviewed the current balance sheet (2000). Outcomes:

- Need to expand on expense items
- Will be circulated to Committee members
- Will be sent to Executive Committee

- (A note was made again that Committees need to be financially responsible)
- Need proper balance sheet and financial statement
- Need final invoice from the Drug Free Sport Consortium (DFSC)

6. Budget 2001

and

7. Budget Process for 2002 and Beyond

The following actions are required:

- Prepare more detailed budget for 2001 and 2002
- This needs to be linked to the business plan. This may need to be narrowed in scope as we evolve the Strategic Plan.

The Committee agreed that we must combine financial projections and the WADA Business Plan.

It was agreed to start with a base budget and then refine it to take into account administration costs for 2001. All additional expenditure would be based on the results of the WADA Strategy Review. These costs would comprise the major part of the WADA budget.

8. Contributions from IOC and Public Authorities

Brief discussion about the following issues:

Method of government payment - Individual governments to WADA or group regional payments to WADA?

The general consensus of the group was that most governments would pay directly to WADA, with the possible exceptions of regions where there is an existing mechanism (e.g. Europe).

Whether payments would be annually in advance or quarterly in arrears?

Possible non-payment of governments – penalties?

WADA needs security of long-term commitments, acknowledging that a strong Strategic Plan would assist governments to provide ongoing funding.

F & A await government funding formula from IICGADS.

9. Accounting System and Internal Controls

Detailed asset/expenditure sheet would be provided quarterly (or monthly if required) to Chairman and those members of the F & A that would like to review them.

Issues: Value-in-kind (VIK) - how to acknowledge it, and the need for a policy to accept it (e.g. must be budget relieving)

ACTION: Craig Reddie to provide BOA model to WADA

Internal controls – Need to develop a WADA Policy and Procedure Manual (purchasing policies, internal systems etc)

ACTION: Craig McLatchey to provide the Australian Olympic Committee manual to WADA by email.

10. Insurances

Olivier Niggli reviewed the insurance policy for the Committee and noted the following:

- Well insured
- Good value for coverage
- Some questions raised on liability insurance.

ACTION: Olivier to prepare a one page summary of WADA insurance coverage.

11. Cost Sharing Formula

Discussion about the different options and type of projects WADA would financially support, and the range of ways to fund such projects (including testing programs)

Examples:

It was seen as reasonable that WADA should support anti-doping seminars as part of WADA responsibilities, generally at no cost to the organisers (would possibly expect to be provided with accommodation).

General consensus that WADA should look to conduct (through Consortium or other testing service provider) some competition testing, with the general policy of supplemental testing not replacement

Acceptance that in the short term, at least, that WADA could provide some of the result management services but not prosecution of cases.

Suggested basis of payment structure:

Testing Programs

1. WADA will conduct OOC and competition testing that it determines which will be fully funded by WADA.
2. On request WADA will consider conducting testing on a shared cost basis.

3. On request WADA will consider conducting testing on a full cost recovery basis.

The primary basis of determining between option 2 and 3 will be the organisation's ability to contribute to its own testing program.

Independent Observer Program

The IO program at an Olympic Games or at an Olympic sport's World Championships would be at the total cost of WADA.

For non-Olympic sports IO's there would be a fee, including costs.

These points were generally accepted, however, it was recognised that there was not sufficient time to discuss this issue and other models should be explored.

ACTION: NV/CW to draft options for testing and cost sharing options.

12. WADA Swiss Tax Status

Olivier Niggli reviewed the WADA Swiss tax status. The Committee acknowledged the taxation agreement and the good work done, and that the WADA Board should fully endorse it.

13. Present Staffing

F & A acknowledges the current and impending staff.

14. Future Staff Requirements

F & A supports the need for at least 3 more staff in the short term:

- A government liaison person
- An information technology person
- An administrative assistant

15. WADA Organisational Chart

F & A feels that the current chart does not represent the current or future needs of WADA, but acknowledges that WADA staff are currently working on a new structure, and would be interested in seeing the developed proposals.

ACTION: WADA staff to continue work on the organisational structure.

16. Salary Levels and Bands

F & A proposes a smaller Remuneration Sub-Committee made up of:

- Chairman of Board – RW Pound
- Chairman F & A – C Reddie
- Member F & A – T Johannson
- and professional assistance as required

ACTION: HS to provide a number of current salary scales of other international organisations to the sub-committee.

ACTION: HS and CR to review existing salaries/bands.

ACTION: CR to convene Remuneration Committee.

17. Selection of OOC Testing Contractor

F & A encourages Executive Committee to look very carefully at tenders.

F & A suggests that WADA request a projected unit cost and profit margin from the known tenders (acknowledging that it is likely that there will only be 2-3 tenders). This would be proposed as “WADA would find it useful to have this information”.

ACTION: CW to inform the known tenders of this request

18. Evaluation Committee for Permanent Headquarters

F & A is available to comment on financial aspects if the Evaluation Committee requires it.

19. Annual Reports

Short discussion on style of Annual Report.

ACTION: ON asked to identify the highest standard of reporting requirement in Switzerland and fulfil this standard.

20. Regular Reporting System for Executive Committee or Board of Foundation

F & A proposes to provide brief reports, including decisions and actions to the Executive Committee and Board.

F & A proposes that WADA establishes two Registers to record:

- Policy decisions (generally made by Board or Executive Committee and notified to others)
- Resolutions of Committees (usually to Board or Executive Committee)

F & A recommends that all Committees use these registers.

ACTION: HS/CW prepare this proposal to go to the Executive Committee for endorsement and direction to all Committees.

21. Selection Process for Chief Executive Officer and Chairman of Board

F & A acknowledges the different options to recruit a CEO, including the regular advertising, interview etc and the option to use a head hunting firm.

Generally the Chair would like to discuss the options with a number of people.

F & A acknowledges a gentleman's agreement that the role of the Chair would be alternated between the Olympic Family and the Governments.

ACTION: F & A Committee members asked to informally seek the views of others and feed responses back to the Chair.

22. Private Funding of WADA

"Rain check" taken for this agenda item.

ACTION: CMcLatchey to present some options at the next F&A meeting

23. Miscellaneous

Indemnity Issue

ACTION: ON asked to investigate the issue of indemnity, re the provision of a "deed of indemnity" to WADA Board members, and if appropriate, members of Committees, if not already indemnified by their own organisation.

24. Date of next meeting

It is proposed that those F & A members who will already be attending the meetings in Capetown meet for a brief meeting. (Reedie, Sorenson and Johannson)

It is expected that the next full meeting of F&A will be in late 2001.